

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-115 **Issue Date:** 06-30-14 **Closing Date:** 07-08-14

Police IT Specialist
Tribal Police
Department of Public Safety
Hourly Wage: \$18.58/Full-Time/Regular

Perform responsible and highly confidential technical support duties for the Public Safety Division. The IT specialist serves as the primary/lead support for all computerized, software information and data base file management systems, including but not limited to the law enforcement program. Resolve technical software and hardware problems in accordance with established policies and procedures providing support and train users in developed applications through documentation and hands-on sessions.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Reservation, people and traditions.
- Knowledge of computer systems and applications.
- Knowledge and skills in Microsoft Office Suite, Microsoft Word, Excel, Outlook, Access, and PowerPoint.
- Ability to maintain strict confidentiality in the performance of the position.
- Ability to communicate orally and in writing.
- Ability to establish excellent interpersonal relations and maintain effective working relationships with other employees, agencies and the public.
- Ability to follow all relevant policies and procedures.
- Ability to use advanced computer techniques to produce quality documents using word processor, spreadsheets, presentation software, and publishing software.
- Ability to prioritize and complete assignments without supervision and to develop tasks and manage resources to achieve target dates.
- Ability to demonstrate strong analytical, organizational, judgment, discernment, and decision-making skills.

General Recruiting Indicators:

- Minimum of a High School diploma or GED and documented work experience, education or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization equivalent to 2 years.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a criminal background check, no misdemeanor or felony convictions.
- Valid Washington State Driver's License upon hire date.
- Ability to lift up to 40 pounds.